

For Office use only:  
Recorded \_\_\_\_\_  
Mailed \_\_\_\_\_

Teacher Advisor: \_\_\_\_\_

College application deadline: \_\_\_\_\_  
Must be indicated here or mailing will be delayed

Are you applying to this college online? \_\_\_\_\_

## **PALO ALTO SENIOR HIGH SCHOOL** **TRANSCRIPT REQUEST FORM**

*U.C. AND C.S.U. CAMPUSES—DO NOT NEED TRANSCRIPTS WITH APPLICATION*

**FOR PRIVATE AND SOME OUT-OF-STATE PUBLIC COLLEGES—Follow instructions below:**

**CHECK EACH BOX WHEN COMPLETED.**

- 1. Complete this TRANSCRIPT REQUEST FORM, one for EACH college. The first two transcripts are free.
- 2. For each additional transcript, pay \$10.00 (by check or money order only, made out to Palo Alto High School) to the **AUDITOR at lunch, brunch, and other hours posted on her door.**
- 3. Turn in this request to the “Registrar’s In Basket” in the Guidance Office along with:
  - A. The Secondary School Report form from each college requiring one
    - All student information completed, including signature and waiver, if asked
    - Include School Report “Supplement” forms if needed with the Common Application
  - B. The NACAC (National Association of College Admission Counselors) form for each college with all student information completed, including:
    - Name, address, birthdate, phone, “Decision” type, etc.
    - Answer on waiver question
    - Signature and date
  - C. A large, flat, self-sealing “manila” envelope (about 9” x 12”), with 4 ounces worth of postage (stamps, not metered, \$1.11 in September, 2006), and addressed to each college. No return address, please.

**DO NOT GIVE THESE MATERIALS DIRECTLY TO YOUR TEACHER ADVISOR.**

- CHOOSE ONE:**
- I do need a Teacher Advisor (TA) recommendation for this college.  
If I do need a TA recommendation, I have given my TA the following:
    - Senior profile
    - “Contract” signed by my parent and me
    - TA Request for Information (short forms)
  - I do not need a Teacher Advisor recommendation for this college.

STUDENT’S NAME (please print) \_\_\_\_\_

SOC. SEC. # \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ TODAY’S DATE \_\_\_\_\_

**THE OFFICIAL TRANSCRIPT SHOULD BE SENT TO:**

INSTITUTION \_\_\_\_\_

STREET OR BOX ADDRESS \_\_\_\_\_

CITY, STATE, & ZIP \_\_\_\_\_

Student Signature: \_\_\_\_\_